

## **CREDIT/REFUND POLICY**

Credit or refund requests must be made to the facility sponsoring the activity.

When approved, a \$10 refund fee will be charged for each class withdrawal (refund checks take up to four weeks to process). No fee will be assessed for credits left on account.

A credit or refund will be issued when requested five (5) or more working days prior to the first class meeting.

No credit or refund will be issued when requested four (4) or fewer working days prior to the first class meeting or once a class or activity has started, unless one of the following exceptions apply:

- Someone else takes your place in the class or trip.
- You move out of town.
- You are physically unable to participate.
- Department action requires cancellation of the activity (no refund fee will be charged).

Credits or refunds will be prorated for classes already attended.

No credit or refund will be issued if you fail to show up for a registered activity, class, or trip. No credit or refund will be given for athletic league fees and trips that require prepayment of advanced reservation tickets or admission fees.